

~~SECRET~~
CLASSIFICATION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140158-8

PREPARE IN DUPLICATE

CONTROL NO.
DDS/OTR/ISS - 31

1. TITLE OF REPORT (if a fill-in report include Form No.)

Agency Training Record-EOD Delinquent Listing

2. TYPE OF REPORT	<input type="checkbox"/>	STATISTICAL
	<input type="checkbox"/>	NARRATIVE
	<input checked="" type="checkbox"/>	MACHINE-NAME LISTING

3. FUNCTIONAL AREA	<input type="checkbox"/>	PERSONNEL	<input checked="" type="checkbox"/>	TRAINING
	<input type="checkbox"/>	LOGISTICS	<input type="checkbox"/>	SECURITY
	<input type="checkbox"/>	MEDICAL	<input type="checkbox"/>	FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED
3

5. FREQUENCY (weekly, monthly, quarterly, etc.)
Semi-Annual

6. DISTRIBUTION (No. of components not number of copies)
52

7. FORMAT (memorandum, form computer print-out, etc)
Computer print-out

8. ADP PROCESSING

<input checked="" type="checkbox"/>	YES	IF YES GIVE ADP PROCESSING NO.
<input type="checkbox"/>	NO	601J

9. DIRECTIVE AUTHORITY REQUIRING REPORT
HR ☐ 25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)
OCS
OTR/ISS/AIR

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
None
(Same as 601E plus Personnel Data)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
Same as 601A									

B. COSTS OF COMPUTER PRODUCED REPORTS

56 pages x 5¢ per page x 3 copies x 2=	\$16.80
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TOTAL COSTS PER YEAR

\$16.80

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

HR ☐ This report is no longer required and was canceled in February 1970.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

<input type="checkbox"/>	RETAIN AS IS	<input type="checkbox"/>	OTHER (explain)
<input type="checkbox"/>	CHANGE		
<input checked="" type="checkbox"/>	DISCONTINUE		

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS
0	\$16.80

16. DATE OF INVENTORY
9 OCT 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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Records Management Officer, OTR